

NAME OF LEAD ENTITY:

**Northeast State
Community College**

2016 Labor Education Alignment Program (LEAP 2.0)

LEAP AHEAD – Aligning Higher Education and Employment to Achieve Deliverables

Lead Entity Name: Northeast State Community College

IN PARTNERSHIP WITH:

EMPLOYEE PARTNERS

First Tennessee Development District
Alliance for Business and Training
Eastman Chemical Company
Spherion Staffing Services
The Robinette Company
T E C Industrial
A.O. Smith
Nakatetsu Machining Technologies, LLC
Mullican Flooring
Nuclear Fuel Services, Inc.
Mountain States Health Alliance
Wellmont Health System
Wilson Worley, Attorneys at Law



COUNTY GOVERNMENTS

Richard Venable, Mayor, Sullivan County
Greg Lynch, Mayor, Unicoi County
Leon Humphrey, Mayor, Carter County
Daniel Eldridge, Mayor, Washington County

Project Director Name, Mailing Address:

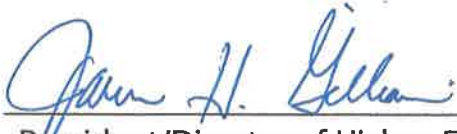
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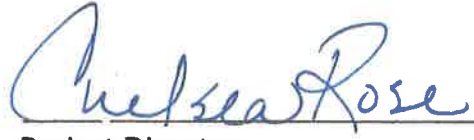
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Funding requested:

\$999,866.00

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President/Director of Higher Education
Institution

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Project Director

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Abstract
Northeast Tennessee LEAP AHEAD
(Aligning Higher Education and Employment to Achieve Deliverables)

The Northeast Tennessee LEAP AHEAD project, under the direction of Northeast State Community College, Alliance for Business and Training (AB&T)/Northeast Tennessee Workforce Development Board (NETWDB), and First Tennessee Development District (FTDD), will focus on increasing the number of students in the healthcare, Information Technology (IT), and advanced manufacturing pipeline. Identified as home to one-third of the state's manufacturing jobs, Northeast Tennessee is the second largest industrial employment area in the state. Secondly, the Tennessee Department of Labor has identified healthcare as one of the "Hot Careers to 2020" for Carter, Johnson, Sullivan, Unicoi and Washington counties. Finally, with an established Tech Corridor drawing new businesses to the region, occupations in IT are on track to outpace the availability of job-ready employees.

Key challenges in developing a pipeline of emerging workers include identifying and providing access to the occupational credentials and soft skills that sustain long-term employment in the high skilled, high demand occupations in career sectors which form the regional economic base. The workforce development strategies for this initiative are divided among four major components: 1) seeking the ACT Work Ready Communities designation, 2) expanding and implementing work-based learning opportunities, 3) increasing the number of students in dual enrollment career technical education programs, and 4) providing access to relevant career information and career exploration activities.

Section 1. Demonstrated Need

To meet increasing demand for a workforce with industry recognized skills and credentials, the proposed **Northeast TN LEAP AHEAD (Aligning Higher Education and Employment to Achieve Deliverables)** Initiative will focus on high school students in dual enrollment career and technical education programs, in addition to college students, adult education students, and adults who are unemployed, underemployed, and dislocated workers.

Located in the heart of the Appalachian Mountains - an area extending from Southern New York to Northern Mississippi - Northeast Tennessee is a predominantly rural region that comprises 8 counties: Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington. Characterized by low per capita incomes, high unemployment and poverty rates, Northeast Tennessee is home to a disproportionately large economically disadvantaged and educationally disenfranchised population and lacks the wealth present in other parts of the state. Furthermore, the percentage of residents with degrees or some college is lower than that of the state of Tennessee and the United States.

A majority of the students enrolling in local colleges and universities often face a unique and diverse set of challenges –East Tennessee’s dominant cultural code and practice disparage higher education in favor of blue-collar jobs –jobs in factories or plants that require few skills. Additional factors making educational attainment difficult for many in Northeast Tennessee are work obligations, class schedules, and family conflicts as they relate to academic pursuit. For individuals from low-income non-traditional families (identified as neither parent having accrued any college credit, nor a degree), the absence of a connection to non-cognitive resources makes failure more likely. These individuals are totally unfamiliar with higher education, have limited support from family members, and are unsure of how to be students. Other challenges for adult students include family obligations; financial obligations/lack of financial resources to pay for education; employment/time for courses; limited access to advisors/campus supports that are primarily available only during daytime (working) hours; disbelief in ability to complete/succeed; fear of rejection/stigmatization of status; and unclear paths to degree completion (timelines). Consequently, it is essential that a stronger emphasis be placed on workforce readiness, equipping more residents with the postsecondary skills and training needed for the jobs of today and tomorrow.

Evidence of Need. The Northeast Tennessee project, under the direction of Northeast State Community College, Alliance for Business and Training (AB&T)/Northeast Tennessee Workforce Development Board (NETWDB), and First Tennessee Development District (FTDD) will focus on increasing the number of students in the healthcare, Information Technology (IT), and advanced manufacturing pipeline. Identified as home to one-third of the state's manufacturing jobs, Northeast Tennessee is the second largest industrial employment area in the state. Secondly, the Tennessee Department of Labor has identified healthcare as one of the "Hot Careers to 2020" for Carter, Johnson, Sullivan, Unicoi and Washington counties. Finally, with an established Tech Corridor drawing new businesses to the region, occupations in IT are on track to outpace the availability of job-ready employees. Table 1 provides a summary of anticipated growth in these three areas (by occupational classifications). Data from *Jobs4TN*, reflected in Table 1, confirm a high level of current and projected job demand in the three selected occupational areas, by occupational classifications and industry titles.

Table 1. Projected Employment			
Occupation	2014	Projected Openings in Service Area 2022	Employment Change
Registered Nurse	4090	4560	470
Emergency Medical Technicians and Paramedics	530	570	40
Medical Lab Technicians	500	520	20
Surgical Tech	220	260	40
Cardiovascular Tech	60	80	20
Administrative and Support Services	7,725	10,360	2,635
Business Support Services	2,160	2,920	580
Computer-Controlled Machine Tool Operators	160	210	50
Welding, Soldering, and Brazing Workers	570	580	10
Industry Title	2012	Projected Openings in Service Area 2022	Employment Change
Electrical Equipment, Appliance, and Component Manufacturing	1730	1855	125
Machinery Manufacturing	1395	1555	155
Metalworking Machinery Manufacturing	385	405	20
Computer-Controlled Machine Tool Operators	160	210	50
Information	2585	2740	155

In addition to the labor market information cited above, the partnership also examined the report and recommendations recorded in the *2016 Northeast Tennessee Asset Mapping Project*, a Jobs for the Future Pathways to Prosperity Network Report. This report substantiates that health care, government, manufacturing, retail trade, and accommodation and food services are the largest job sectors in the region. Through its recommendations for additional regional collaboration, 7-14 pathways, career information and advising, employer engagement and work-based learning, and the need for strong intermediary organization to advance the development of pathways throughout the region, this report provided a thorough overview of the regional economic and labor market and a documented foundation for the proposal writing team.

To identify and confirm employment needs, the partnership also surveyed local employers. The results indicated that while employers continue to experience some difficulty filling positions with academically trained and skilled workers, many also expressed a need for improved job readiness and soft skills among potential employees. Direct communication with the region's two major health systems, Wellmont Health System and Mountain States Health Alliance, support the need for at least 2500 additional nurses and healthcare employees over the next five years. Both systems acknowledge that the employment pool is currently not large enough to meet the growing demand of the region.

Alignment with Tennessee's Drive to 55 goals. The proposed project is fully aligned with and supports the tenets of the Drive to 55 initiative by focusing on private sector awareness and support of college entry and completion, support for adult education and training, and techniques to enhance work readiness occupational and soft skills. The expansion of the Career Academy concept will result in additional students receiving postsecondary credentials before graduating from high school. During AY 2015-2016, 18 Career Academy graduates earned certificates in either Machine Tool Operations (33+ credit hours) or Combination Welding (27+ credit hours) with an average GPA of 3.54.

Section 2. Program Plan.

Detailed Project timeline and overview.

Key challenges in developing a pipeline of emerging workers include identifying and providing access to the occupational credentials and soft skills that sustain long-term employment in the high skilled, high demand occupations in career sectors which form the regional economic base. Therefore, the workforce development

strategies for this initiative cover six different, but equally important activities: Dual Enrollment CET-Career Academies; Work Ready Community Initiative; Work-based Learning; Work Ethic Certificate; Career Awareness and Readiness; and Grant Management. The project timeline presented in Table 2 uses the following rubric – Q1 includes July, August and September; Q2 includes October, November and December; Q3 includes January, February, and March; and Q4 includes April, May and June.

Key Grant Activities	AY 1				AY 2				AY 3		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
1. Dual Enrollment CTE – Career Academies; Project Lead: NeSCC											
• Confirm high schools for career academy project and complete all required/associated dual enrollment activities	X	X			X				X		
• Facilitate ACT Work Readiness Initiative in region	X	X	X	X	X	X	X	X	X	X	X
• Provide Student Access to Career Ready 101		X	X	X	X	X	X	X	X	X	X
• Outreach and marketing		X	X	X	X	X	X	X	X	X	
• Collect data and track outcomes for each activity		X	X	X	X	X	X	X	X	X	
2. Work Ready Community; Project Lead: AB&T and FTDD											
• Identify counties committed to developing, launching and sustaining a successful county certified ACT Work Ready Community Initiative		X	X		X						
• Partnering agencies assist counties with the organization of a cross agency team		X	X								
• Team members from each county participate in the ACT WRC Academy –four, two day sessions spread over a one year period		X	X	X	X	X	X	X			
• Implement WRC Framework						X	X	X	X	X	X
• Collect data and track outcomes for each activity		X	X	X	X	X	X	X	X	X	X
3. Workbased Learning; Project Lead: AB&T											
• Establish participant criteria	X	X									
• Identify employers & assess skills needs	X	X	X	X	X	X	X	X	X		
• Obtain employer commitments and secure employer contractual agreements		X	X	X	X	X	X	X	X		
• Recruit, select and orient participants		X	X	X	X	X					
• ACT Work Ready Community Initiative	X	X	X	X	X	X	X	X	X	X	X
• Collect data and track outcomes for each activity	X	X	X	X	X	X	X	X	X	X	
4. Work Ethic Certificate; Project Lead: FTDD											
• Form Work Ethic Certificate Advisory Committee – schools, chambers, businesses	X	X			X				X		
• Identify participating schools	X	X									
• Finalize project criteria and tracking methodology		X									
• Implement in participating high schools			X	X	X	X	X	X	X	X	X
• Recognize program completers				X				X			
• Assess impact					X	X			X	X	
• Collect data and track outcomes for each activity	X	X	X	X	X	X	X	X	X	X	
5. Career Awareness and Readiness; Project Lead: FTDD											
• Establish CareerQuest Core Advisory Team	X	X									
• Develop CareerQuest goals, work plan, and budget	X	X			X				X		
• Outreach and Marketing; Project Planning Meetings		X	X		X	X	X		X	X	X
• Host CareerQuest event				X				X			
• Collect data and track outcomes for each activity		X	X	X	X	X	X	X	X	X	X
6. Grant Management - Project Lead: NeSCC											
• Recruit project staff – manager, data specialist, and instructor	X										
• Develop Grant Advisory Committee and establish meeting times		X	X								
• Collect data and track outcomes for each activity	X	X	X	X	X	X	X	X	X	X	X
• Conduct advisory committee meetings		X	X	X	X	X	X	X	X	X	X
• Develop/Enhance Overall Project Marketing Strategy		X	X		X						
• Prepare Project Evaluation										X	X

Clear Alignment of Workforce Data and Drive to 55 goals. The proposed LEAP AHEAD project is fully aligned with and supports the Drive to 55 initiative. Through its various project activities, this proposal addresses dual enrollment, work readiness, and career exploration, all activities identified to increase the number of credentials earned and awarded in the region. Furthermore, proposed activities contribute to the goal of 55% of Tennesseans possessing a postsecondary degree or credential by increasing access to higher education; providing opportunities for early completion through dual enrolment programs; and focusing on workforce and economic development through the Work Ready Community Initiative that promotes the alignment of the community's workforce development efforts with economic development needs.

Measurable Objectives. The workforce development strategies for this initiative are divided among four major components: 1) seeking the ACT Work Ready Communities designation, 2) expanding and implementing work-based learning opportunities, 3) increasing the number of students in dual enrollment career technical education programs, and 4) providing access to relevant career information and career exploration activities. To address identified student needs, the Northeast Tennessee LEAP AHEAD project has identified the following performance, process and outcome objectives (Table 3) to accomplish the project goals:

Table 3. Measureable Objectives	
Objectives	Metrics
1. Increase student access to dual enrollment Career technical education programs through the establishment of at least 10 career academies in area high schools.	
The Career Academy encompasses dual enrolment and articulation – it is a program focused, following a specific curricular pattern with an expected outcomes such as a certificate or degree. High school personnel determine which of the 16 Career academy options best fit their student population. Choices include: Accounting, Automotive Service, Chemical Process Operations, Computer Aided Drafting, Customer Service and Sales, Entertainment technology, HVAC, Machine Tool Operations, Auto Body Service, Aviation Maintenance Technology, Combination Welding, Construction Electricity, Early Childhood Education, entrepreneurship, Industrial Operations, and Office Technology.	Demographic data No. of schools No. of credentials awarded Programs of study No. credit hours attempted/ completed Program retention
2. Secure Career Ready 101 licenses for 8 school systems.	
The Career Ready 101/KeyTrain program is designed to help potential employees prepare for the WorkKeys Assessment and obtain a National Career Readiness Certificate (NCRC). Students will be enrolled in the online Career Ready 101 software, a comprehensive individualized computer-based instructional system that provides instruction/remediation in the three academic areas most identified by employers as those needed to be successful on the job, Reading for Information, Locating Information and Applied Mathematics.	No. of students enrolled in Career Ready 101 by system and school NCRC results vs. time on task Demographic data
3. Negotiate at least 100 work-based learning (WBL) opportunities during the grant period for CTE, college student, college students, adult education students, and adults who are unemployed, underemployed, and dislocated workers.	
The WBL strategies and services will ensure that potential employees have access to high-quality work-based learning experiences that build upon their academic and career interests and provide meaningful and relevant opportunities to demonstrate their skills and knowledge. Participants will have access to a broad range of experiences and opportunities, both inside and outside the classroom (including through technology), that connect their academic programs to the world of work ranging from career awareness to more applied on-the-job training. Each of the WBL experiences will impact the advancement of personalized career pathways of study and contribute to ongoing portfolio	Employer Partners # students placed Demographic data

development that prepares potential employees to make well-informed college and career choices while developing related workforce readiness and career pathways skills. In addition, WBL experiences will strongly incorporate opportunities to access credentialing opportunities, including earning industry-recognized stackable credentials.	
4. Pursue the WRC designation for designated counties in the service area.	
The WRC process requires a community to focus on the emerging workforce (students), transitioning workforce (unemployed or transitioning between careers) and current (those employees wishing to better themselves and apply for a higher wage position.) This system creates a pipeline of highly qualified workers who earn a work based credential which certifies that they possess and can utilize the necessary skills required by existing business, and which can be used as a recruitment and expansion strategy to lessen known skills gaps. A region which pursues Work Ready Community designation links workforce development to education and aligns with economic development needs to match individuals to jobs based on skill levels.	Demographic Data Timeline and updates Meeting Minutes
5. Develop and implement a work ethic diploma for at least 5 high schools.	
Modeled after the Lakeways Links initiative from the previous LEAP funding, the diploma will include a scoring system which could award points for meeting standards in areas such as: attendance, absence, tardiness, discipline, GPA, drug free standard, CTE coursework, dual enrollment, industry certification, Career Readiness Certificate and other areas. The work ethic diploma will be a distinction awarded with a cut line score of points achieved.	Demographic Data # of participants Employer surveys
6. Provide career information and exploration activities that inform career choices.	
<p>NCRC - ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information. The NCRC measures learning to determine workplace readiness in three (3) categories: Reading for Information, Applied Mathematics and Locating Information. Skills levels are measured according to levels attained on the assessment and may result in an NCRC at the Bronze, Silver, Gold, or Platinum levels.</p> <p>Equally important to the system is the profiling of existing jobs within the region to identify the skill levels required by the employer for specific occupational titles. Job Profiles will identify which level (Bronze, Silver, Gold, and Platinum) is required for competence in specific jobs. Employers in the region are committed utilizing the NCRC system in their onboarding process. Once assessed, the individual's skill attainment levels are compared with the skills required by the jobs which currently exist or which are anticipated being available in the region. This comparison results in the development of an educational plan, based on ACT's Career Ready 101 system, which outlines a specific academic and work based curriculum to improve the individual's levels. In this way, both the employer and the job seeker have an awareness of the goals which must be attained.</p>	Student demographics # scoring at each performance levels (Bronze, Silver, Gold, Platinum) Career Ready 101 preparation time # of jobs profiled Industries profiled
Additional workplace readiness assessments - In addition to the NCRC system, AB&T will also deploy additional assessments, funds provided by the LEAP initiative, which measure workplace readiness: Fit, Performance, General Work Attitudes, Risk Reduction, and Talent. Taken together, these instruments measure a wide spectrum of basic work tasks, values, integrity, workplace performance, organizational citizenship, avoidance of work related accidents and risk inducing behaviors, personality traits such as creativity, discipline, stability, work discipline, teamwork, managerial potential and customer service orientation. Through an agreement with Monster Government Services, AB&T has also procured a license to utilize the Woofound Personality Assessment Tool, a personality and career assessment tool which identifies occupational matches by education level and provides analytics on types of work environments for which the job seeker is best suited, including recommendations of appropriate career pathways.	Demographics Participant surveys
<p>Interactive career fair – In order to build a pipeline of qualified employees to address the skills gap in the region, students must be exposed to career and college options. Traditionally career and college fairs include representatives from the respective organizations having tables and displays set up and manned by a person(s) poised to answer questions and provide pamphlets, brochures and giveaways. While this method has been used for years, it is not particularly engaging and may not leave a student with the specific understanding of the work, educational requirements or the income they might be able to generate based on the specific career.</p> <p>Northeast Tennessee students will have an opportunity to experience a new kind of career fair. Modeled after MiCareer Quest developed in Grand Rapids, Michigan, Career Quest is an interactive, Industry driven event designed to spark students interest in various careers and provide information</p>	# of employer participants Student demographics Event surveys

on education required and salaries that can be expected. Students are given an opportunity to touch tools and equipment and talk to an employer representative with direct experience in designated career fields.	
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Project Governance and Accountability Plan. The three primary project partners – Northeast State, FTDD, and AB&T – will share project governance as outlined in the signed Memorandum of Understanding that accompanies this proposal. Northeast State will add three grant-funded positions to administer the grant, a grant project manager, an outcomes and data specialist, and a faculty member. As outlined in the MOU, FTDD will schedule and convene the meetings of the advisory team. AB&T/NETWDB will identify and develop contractual partnership agreements with employers to serve as work sites for opportunities for LEAP AHEAD participants, provide Workplace Readiness Training utilizing the American Job Centers and other sites affiliated with LEAP AHEAD partners, and oversee the NCRC assessment processes.

A project advisory committee consisting of a regional representatives from each of the following groups will assist in project implementation and sustainability beyond the grant period: industry/employer partners; higher education; CTE high schools; the Workforce Investment Board; Chambers of Commerce; and Economic Development boards. During the first six months of the project, this group will meet monthly to review progress toward meeting stated objectives, monitor achievement of metrics and deliverables, review best and promising practices, discuss project outcomes, and identify overall improvements made to workforce services through better coordination among the partners. After initial startup, the advisory group will meet every two months (bi-monthly). Continuous improvement feedback loops between and among all stakeholders, including participants enrolled in the program, employers and others will be implemented during the project startup and continued throughout the project.

Structure of Work-Based Learning (WBL) Program. The Alliance for Business and Training (AB&T) and the Northeast Tennessee Workforce Development Board (NETWDB) will interface with LEAP AHEAD partners and employers to provide WBL opportunities for at least 75 participants throughout the grant period. Regional WBL Career Pathways combine cross-cutting opportunities across defined employment sectors that integrate stackable credentials; short-term and long-term certificates; Associate Degrees; Prior Learning Assessments (PLA) credit; and the critical component of credit earning Dual Enrollment. The method of delivery of these activities assumes "life-

wide" learning where students have access to a diverse delivery network that enables them to individually manage their performance and leverage their developing social and professional networks. FTDD will identify and cultivate employers for WBL experiences specifically for high school students. NeSCC faculty and staff will determine eligibility criteria and recommend dual enrolled and other college students for participation. AB&T will match students with worksites and develop contractual agreements with employers to serve as work-based learning work sites that **provide opportunities** for LEAP AHEAD participants to engage in paid work experiences, internships, pre-apprenticeship training and certifications and On the Job Training. AB&T/NETWDB will also provide Workplace Readiness Training utilizing the American Job Centers and other sites affiliated with LEAP AHEAD partners to ensure that participants possess the "soft skills" employers identify as a critical gap in their ability to onboard productive employees.

3. Strength of Partnership

The proposed project is a result of an ongoing, successful partnership among high schools, local business and industry, Northeast State Community College, FTDD and the NETWDB to build capacity for individuals to earn a career certificate or college credential that leads to employment, and also creates opportunities for adult learners—unemployed, underemployed, veterans, and non-traditional students—to complete coursework/training that results in industry-recognized credentials. While the primary partners have delegated project implementation to designated partner agencies based on recognized strengths and experiences, each partnering agency realizes that some overlap will occur to ensure optimum project development and implementation.

Roles & Capabilities of Partners. NeSCC, as the fiscal agent for this project, has extensive experience in managing federal, state, and privately-sponsored grants as well as proven collaboration and cooperation with area businesses and industries. NeSCC has the demonstrated capacity to facilitate teaching, learning, service, and student success through innovative, high-quality, and relevant associate, certificate, and career-focused educational programs and services. NeSCC has worked closely with industry to develop and provide training for high-tech manufacturing jobs. FTDD, a regional development organization, assists its member governments with strategic planning for community and economic development needs. FTDD has recently added a new position to address workforce development issues in its 8 county service area.

As staff to the NETWDB, AB&T is a public, not-for-profit 501© (3) corporation that provides exemplary employment and training services. AB&T successfully administers state and federal grants and the Workforce Investment Opportunity Act (WIOA) programs in 5 northeast Tennessee counties through the American Job Center (AJC) system. Primary project activities and specific roles and responsibilities for the project are outlined in Table 4.

Table 4. Partner Roles and Responsibilities	
Partners	Responsibilities and Primary Project Activities
Northeast State- Comprehensive two- year community college	Identify a college employee to lead the implementation of the academic and training components of the project in conjunction with other education partners and secure other faculty and staff; Oversee grant management and accountability for the project; Manage corporate and school system relationships related to academic programs and training; Collect, monitor and report data related to assigned roles and responsibilities. Primary Project Activities: Career Academies, Other Academic Programs, and Grant Management
FTDD- a regional association of local governments in 8 NE TN counties	Establish and enhance community partnerships to support the goals and objectives of the project; Organize partner participation; Convene the project steering/advisory committee. Cultivate work-based learning sites and facilitate work based learning and internships in accordance with LEAP 2.0 guidelines; Collect, monitor and report data related to assigned roles and responsibilities. Primary Project Activities: Career Awareness- CareerQuest; Work Ethics Diploma
AB&T – Administrative entity and staff to the NE TN Workforce Investment Board	Coordinate services for project participants with the Career Center and other WIOA programs; Implement and coordinate employer, administrative and contractual components of work based learning; Oversee deployment of WorkKeys, Career Ready 101 and the NCRC including ACT WorkKeys Job Profiling in partnership with FTDD to obtain WRC designation; Complete and submit project reports; Collect, monitor and report data related to assigned roles and responsibilities. Primary Project Activities: Work Ready Community; Work-based Learning; NCRC

Support and Commitment. Letters of commitment from employer partners and local governments, the partnership MOU, and a letter from Dr. Janice Gilliam stating Northeast State’s commitment as the higher education partner are attached. Table 5 provides a list of employer partners and governmental supporters with an overview of all project commitments. Secondary school participation in dual enrollment CTE courses and Career Academies is governed by memorandums of understanding which have been negotiated with each school system in the NeSCC service area. A representative example of the negotiated MOU with each school system is included in the attachments.

Table 5. Project Commitments		
Category	Letters of Support/Commitment	Summary of Support
Business and Industry	<ul style="list-style-type: none"> • Trahan Staffing Resources, Inc.DBA Spherion Staffing Services • A.O. Smith • Nakatetsu • Tech Industrial • Robinette Company • Mullican Floors • Mountain States Health Alliance • Wellmont Health System • Wilson Worley Law Firm • Eastman Chemical • Nuclear Fuel Services 	<ul style="list-style-type: none"> • Provide industry professionals for workshops/seminar training • Provide job shadowing/ internships • Participate in Career Fair • Interview program graduates for possible employment • Serve on ad hoc or special project committees • Assist with program curriculum development • Hire qualified program graduates • Participate in educational boot camp or seminar • Develop career pathways • Provide training resources • Provide work-based learning activities
Governmental	<ul style="list-style-type: none"> • Carter County Mayors • Washington County Mayor • Unicoi County Mayor • Sullivan County Mayor 	<ul style="list-style-type: none"> • Distribute program information and participate in community awareness campaigns; • Provide space for and/or attend events; • Assist in outreach to county and regional employers, including identification of work-based learning opportunities; • Assist in outreach with local secondary school systems in the county and region; • Promote attainment of LEAP AHEAD objectives as an integral part of county and regional economic development efforts; • Provide a county representative to serve in an advisory capacity and to participate in LEAP AHEAD implementation meetings; • Assist in sponsorship of media campaigns

4. Budget Plan

The project budget is adequate and reasonable to implement the proposal as presented. The budget documents a detailed financial plan and budget narrative that aligns the funding requests with planned grant activities.

Leverage. Throughout the grant period ,AB&T will leverage over \$268,000 in WIOA funds which includes funding to assist with the administration, deployment and tracking of assessments, NCRC Assessments, Job Profiling and RegiStar for the WRC initiative WorkKeys Fit, Talent and Performance Assessments, Work Based Learning, use of American Job Center/Career Center facilities and staff, including Career Ready 101 site licenses and associated instruction and administration, Woofound assessments, computer labs, career and vocational counseling services, proctoring, and other related services. Through an agreement with Monster Government Services, AB&T has procured a license to utilize the Woofound Personality Assessment Tool, a personality and

career assessment tool which identifies occupational matches by education level and provides analytics on types of work environments for which the job seeker is best suited, including recommendations of appropriate career pathways. AB&T agrees to provide access to Woofound during year 1 as leveraged, in-kind contribution to the LEAP AHEAD initiative in Northeast Tennessee.

Northeast State was one of 44 higher education institutions recently selected to participate in the Department of Education Pell Experiment, an initiative that expands access to dual enrollment courses by allowing students to access Federal Pell Grant dollars while still in high school. Dual enrolled students will be able to access Pell grant dollars to support participation in Career Academies and related CTE courses.

Section 5. Sustainability

Dissemination of project results will also be key to insuring sustainability. The Project Manager will provide partnering agencies with summaries of assessments and evaluations resulting from data collected during the implementation and service delivery phases of the project. Final project results will be shared with THEC, TBR, other community colleges, and appropriate institutional offices through written reports and presentations.

Detailed plan for sustaining the project beyond the 30-month funding period. The structure of this project provides optimum opportunities to sustain major project components— Career Academies, Work Ready Community, Work Ethic Diploma, and Interactive Career Exploration - beyond the funding period. This project also benefits from the use of rigorous planning and assessment procedures that have been designed to improve institutional effectiveness in all instructional and administrative processes. As a result, the assessment of all phases of the project will also help drive sustainability as the results are used to document the impact of the activities on program participants.

Table 6. Sustainability Plan	
Strategy	Description
Career Academies	Through its Career and Technical Education Program, NeSCC will sustain the Career Academy concept and identify additional programs for current and new partnering high schools.
Work Ready Community Designations	To maintain a systemic approach to sustain the Regional Work Ready Community, AB&T will convene a Leadership Team consisting of regional representatives from the Chambers of Commerce, Workforce Development Board, First Tennessee Development District, Northeast State Community College, local school system officials from each of the 4 counties, as well as local elected officials and regional business leaders. As a result of this process, the region will benefit from a performance-driven, quantifiable and customized approach to economic and workforce development.
Work Ethic Diploma	Sustainability and scalability of the Work Ethic Diploma includes the ongoing support of employers willing to sign on as supporters and each student's ability to be interviewed by the employers of choice.
Interactive Career Exploration	Sustainability will be achieved via an investment expectation from each business sector. The actual amount will be determined by the steering committee acknowledging the size and resources of the various businesses. That investment can be built upon as the event becomes more popular and is recognized as a key way to expose student's to career options.

Detailed plan for maintaining communication and sharing resources. The FTDD will convene project meetings during and after the funding period. At the conclusion of the funding period, AB&T, Northeast State Community College, FTDD and employer partners will continue to meet and provide administrative staff support and other in-kind contributions to sustain the various program components as described in the Memorandum of Understanding.

Detailed commitment and strategy of private industry to maintain a LEAP-developed WBL program. Sustainability and scalability for the Work Ready Community designation includes work toward the goals set by ACT to achieve the designation, encouraging more employer recognition of the NCRC, more employers having jobs profiled and requiring NCRC for employment and work keys and certification in the high schools. Economic development professionals will be able to reference the Work Ready Community designation in their recruitment efforts including marketing materials.

APPENDIX B- Budget

GRANT BUDGET				
LEAP Program Competitive Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period: BEGIN: September 14, 2016 END: March 13, 2019				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	399,942.00	0.00	399,942.00
4, 15	Professional Fee, Grant & Award ²	462,210.00	0.00	462,210.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	53,850.00	0.00	53,850.00
11, 12	Travel, Conferences & Meetings	9,800.00	0.00	9,800.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	74,064.00	0.00	74,064.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	999,866.00	0.00	999,866.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. (posted on the Internet at: www.state.tn.us/finance/act/documents/policy3.pdf).

² Applicable detail follows this page if line-item is funded.

Northeast Tennessee LEAP AHEAD

SALARIES AND BENEFITS

\$399,942.00

Salaries - Program Staff

Salary Summary	Year 1	Year 2	Year 3	Totals
Project Manager	30,563	\$40,750	30,563	101,876
Outcomes and Data Specialist	26,250	35,000	26,250	87,500
Advanced Technologies Dual Enrollment Instructor (2 years, 9 months)	\$32,063	\$42,750	32,063	106,876
TOTAL	88,876	118,500	88,876	296,252

The Program staff will consist of the Program and Outcomes and Data Specialist.

Project Manager – Annual salary of \$40,750.00 prorated for 9 months during years 1 and 3.

Benefits – Program Staff

Benefit Summary	Year 1	Year 2	Year 3	Totals
Project Manager	10,697	14,263	10,697	35,657
Outcomes and Data Specialist	9,188	12,250	9,188	30,626
Advanced Technologies Dual Enrollment Instructor	11,222	14,963	11,222	37,406
TOTAL	31,107	41,476	31,107	103,690

Full-time faculty benefits computed at 35% of the stated salary and include: Social Security (6.20%), Medicare (1.45%), Retirement (15%) and Health, Dental and Life Insurance contributions.

PROFESSIONAL FEE, GRANT & AWARD

\$462,210.00

Summary	Year 1	Year 2	Year 3	Totals
AB&T NCRC Profiling, Assessment and Workbased Learning/Business Services Coordination staff and services				
NCRC Assessments	9855.00	13,290.00	9855	33,000.00
AB&T Travel – Job Profiling	5,000.00			5,000.00
Job Profiling	5700.00			5,700.00
Workbased Learning Reimbursement @ \$2000 each	30,000.00	50,000	40,000	120,000.00
AB&T Program Administration	52,353.00	69,804	52,353	174,510.00
TOTAL	102,908.00	133,094	102,208	338,210.00
First Tennessee Development District Program Admin, WRC Academies, and Career Quest				
FTDD Program Administration	13,500.00	18,000.00	13,500.00	45,000.00
FTDD Work Ready Community Academy Training and other travel	10,000.00	8,000.00	6,000.00	24,000.00
CareerQuest Event	\$30,000.00	25,000.00		55,000.00
TOTAL	53,500	51,000	19,500.00	124,000.00

**SUPPLIES, TELEPHONE, POSTAGE, SHIPPING, OCCUPANCY,
EQUIPMENT RENTAL& MAINTENANCE, PRINTING & PUBLICATIONS**

\$53,850.00

Supplies, Telephone, Printing, Publications	Year 1	Year 2	Year 3	Totals
Office Supplies	\$6,550.00	\$2200.00	\$900.00	\$9,650.00
Telephone	675.00	900.00	675.00	2,250.00
Printing, Publication, Marketing (incentives)	15,000.00	15,000.00	7,500.00	37,500.00
Career Academy Graduation Sashes	1100.00	1100.00		2200.00
Work Ethic Diploma Stoles	1125.00	1125.00		2250.00
TOTAL				53,850.00

Office Supplies

\$8,000.00

General office supplies and consumables utilized by project director, support staff, and mentors during direct program activities; also includes postage and shipping. Year 1 includes purchase of computers (\$4,050), printers (\$1,500), and scanners (\$1,000) for two project staff members and one instructor.

Telephone

\$2,250.00

A direct phone line extension will be provided at \$25.00 per month for two project staff members and one instructor.

Printing, Publication, Marketing (including incentives)

\$ 37,500.00

Printing, publications, and other marketing to include outreach materials, recruitment applications, and incentives for students - \$15,000 per year, prorated for years 1 and 3

Career Academy Graduation Stoles

\$ 2,200.00

50 stoles @\$22 per item = \$1,100.00 for two graduating classes

Work Ethic Diploma Graduates

\$ 2,250.00

75 stoles or cords for program completers@ \$15.00

Summary	Year 1	Year 2	Year 3	Totals
NeSCC Travel, Conferences, & Meetings	\$3,100.00	3,600.00	3,100.00	\$9,800.00
Specific Assistance To Individuals				0.00
Other Non-Personnel				0.00
Indirect Costs				74,064.00
TOTAL				

TRAVEL, CONFERENCES, & MEETINGS

\$ 9,800.00

The project staff will be traveling to other campuses/teaching sites and secondary schools in the region. –
\$3,600 per year

SPECIFIC ASSISTANCE TO INDIVIDUALS

OTHER NON-PERSONNEL

\$ 0.00

No request for other non-personnel is included in the proposal.

INDIRECT COST

\$ 74,064.00

Amount reflects 8% of direct proposed costs of proposed activities.
8% of 925,802.00

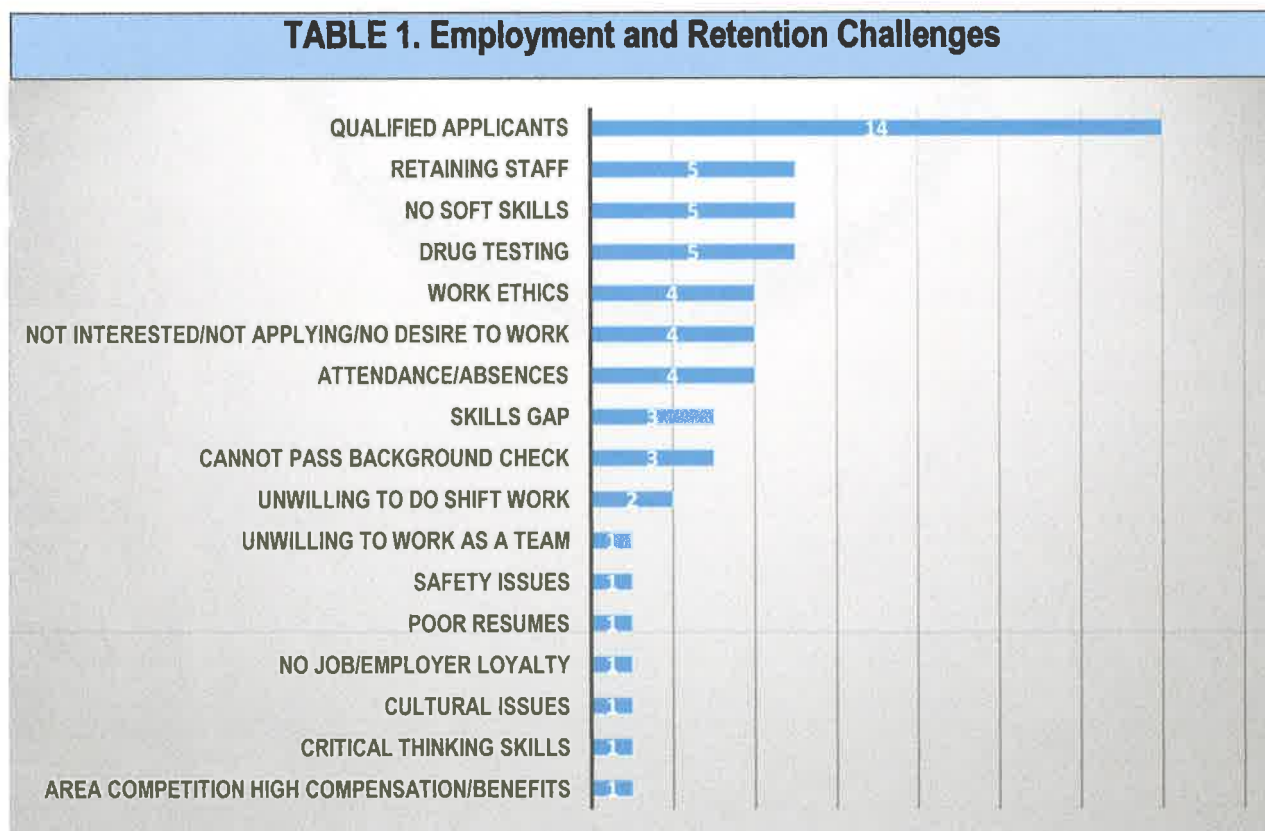
TOTAL REQUESTED

\$999,866.00

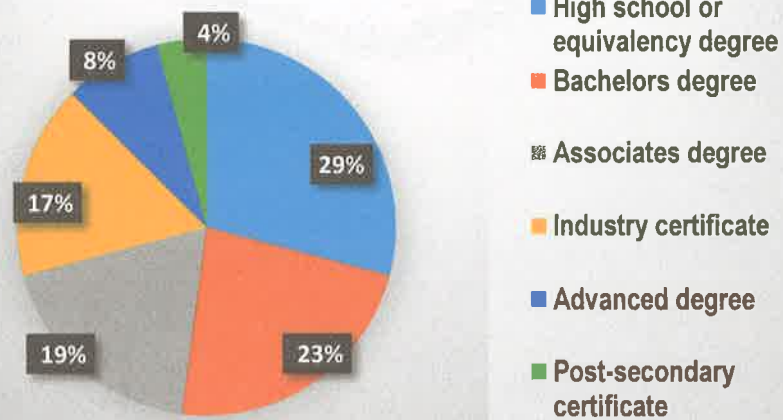
Northeast Tennessee LEAP Survey Results

In May-June 2016, Northeast State Community College's Office of Grant Development created and distributed a "Workforce Skills" survey to business and industry leaders in Carter, Johnson, Sullivan, Unicoi and Washington Counties. This survey was designed to identify employment projections and associated training needs of industry sectors in Northeast Tennessee. Companies attempting to hire new employees face specific challenges in the 21st century workforce –from a lack of education and training, to an inability to perform the basic skills required for successful employment. Ten questions were presented via a web link with a 20% rate of return from the following industries: Construction, Healthcare, Legal, Marketing, Manufacturing, and Staffing Services.

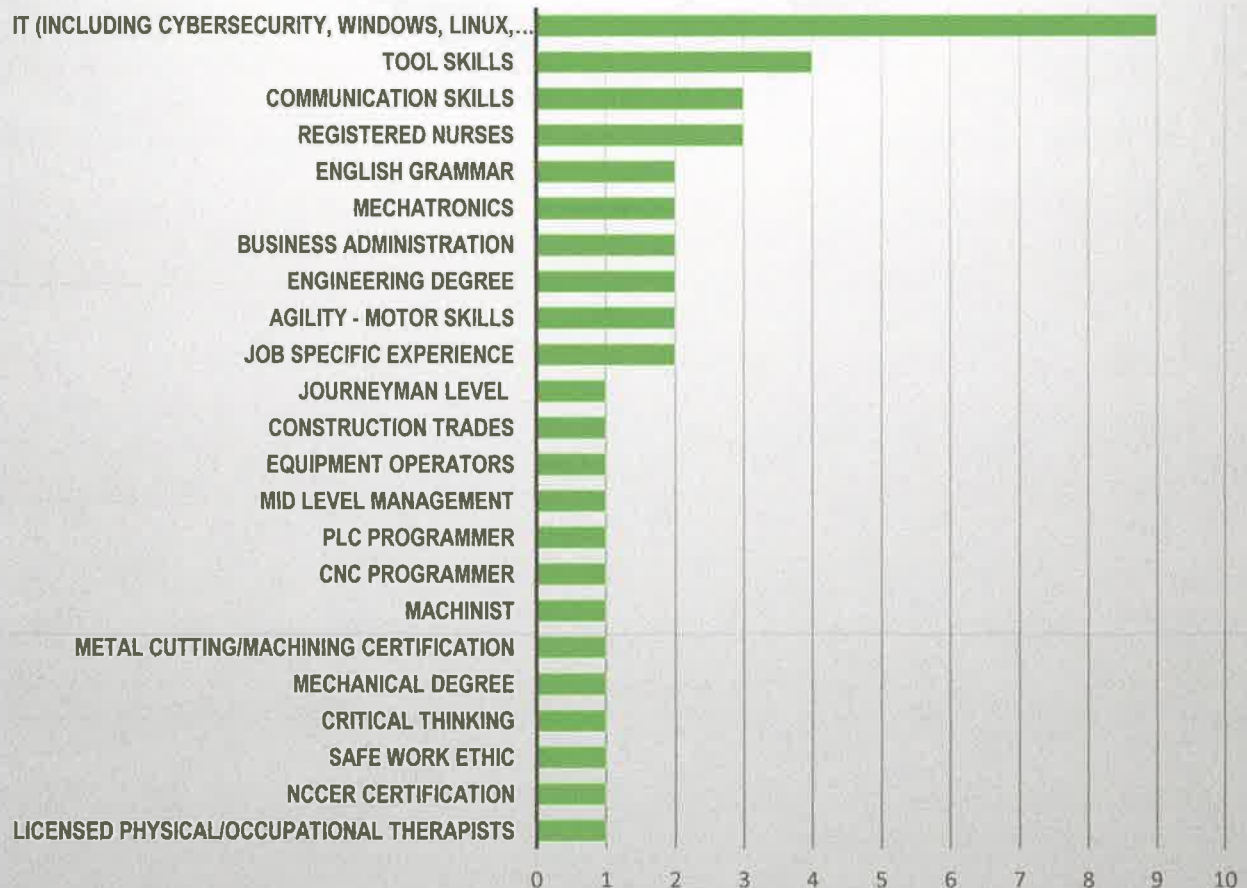
Table 1 illustrates the problems area employers stated they encounter hiring and retaining qualified applicants.



Education Level Required for Unfilled Positions



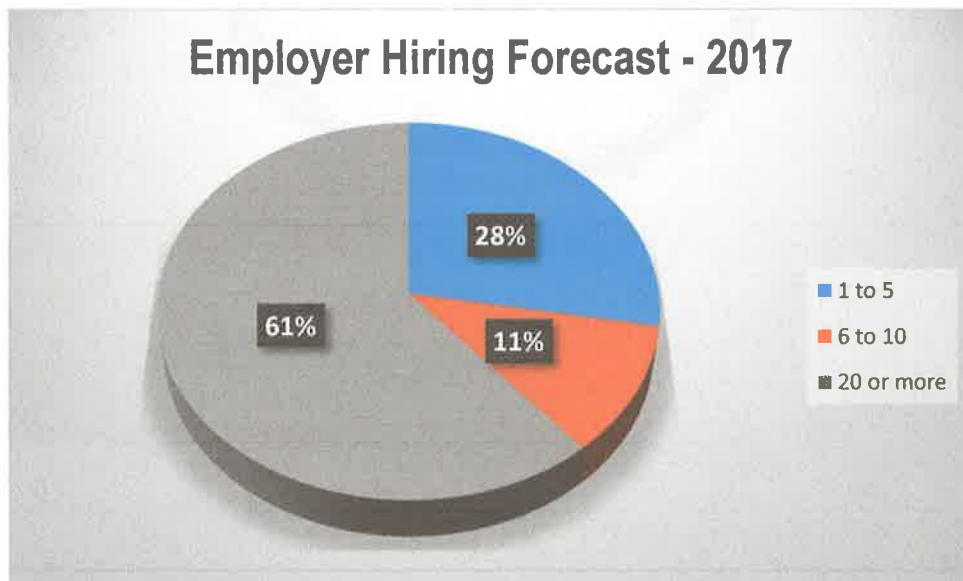
Skills or Credentials Required for Unfilled Positions



EMPLOYER VALUED WORKPLACE SOFT SKILLS



Employer Hiring Forecast - 2017



When asked what technical training programs and/or credentials were needed to fill skill gaps and increase productivity each company listed credentials specific to their industry. Each

industry indicated the need for training in Microsoft Office Systems, and Information Technology.

- Construction: NCCER.
- Healthcare: Licensed RN; CNA programs; Phlebotomy; Medical Coding; and IT Medical.
- Manufacturing: Management Training; Electrical certification; Mechanical certification; PNC/CNC Programming; Machinist training.

July 18, 2016

Mr. Curt Johnston
Tennessee Higher Education Commission
404 James Robertson Parkway
Suite 1900
Nashville, TN 37243-0830

Dear Mr. Johnston:

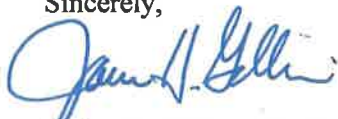
Northeast State Community College is pleased to partner with the First Tennessee Development District and the Northeast Tennessee Workforce Development Board to develop and implement this project in response to the Labor Education Alignment Program (LEAP) 2.0 grant proposal.

To facilitate teaching, learning, service, and student success, Northeast State provides innovative, high-quality, and relevant associate, certificate, and career-focused educational programs and services. Programming and comprehensive support services are offered through various delivery systems and at multiple sites throughout its primary service area of Carter, Johnson, Sullivan, Unicoi, and Washington Counties. Within all aspects of its operations, Northeast State serves the public's interest through the wise use of fiscal, human, and physical resources.

This cooperative project has been designed to address the economic and workforce needs of a rural Appalachian region in Northeast Tennessee. The major employers in our region as well as small business start-ups are expected to expand significantly. Due to baby boomer retirements over the next five to ten years, many employers will be focusing on a shortage of available skilled workers. Therefore, Northeast State desires to position our students, especially those in key associate of applied degrees and certificates, for careers in a highly skilled technical workforce while growing partnerships on a regional and national level to meet the local business and industry needs.

Northeast State is serious about partnering with business and industry to expand and improve our ability to deliver career training programs that provide the skills and credentials needed to prepare students for employment in high-wage, high-skill occupations in the Northeast Tennessee Valley. To that end, the College will provide qualified faculty and staff to work collaboratively with all partners to ensure that the program is implemented and conducted in accordance with established academic, financial and procurement policies and procedures. We will also leverage existing outreach strategies, strong industry partnerships, and ongoing working relationships with local and national organizations to increase student enrollment, retention and success. Thank you for your serious consideration of our proposal.

Sincerely,



Janice H. Gilliam, Ed.D.
President

Northeast State
Community College
A Tennessee Board of Regents Institution

2425 Highway 75, P.O. Box 246
Blountville, TN 37617
423.323.3191 Fax 423.323.0209
www.NortheastState.edu

MEMORANDUM OF UNDERSTANDING (MOU)

Alliance for Business and Training, First Tennessee Development District
and
Northeast State Community College

This Memorandum of Understanding is entered into and by Alliance for Business and Training (AB&T); First Tennessee Development District (FTDD); and Northeast State Community College (NESCC).

Whereas, a group of three organizations (hereinafter referred to as “collaborative”) has been organized for the purpose of managing and directing a LEAP 2.0 2016 Labor Education Alignment Program Grant funded by the Tennessee Higher Education Commission.

Background

The primary goal of LEAP 2.0 is to create long-term relationships between employers, secondary education partners, and area community colleges or Tennessee Colleges of Applied Technology to identify and address job candidate “skills gaps” in the local workforce pool.

Whereas, the Project Management Team includes:

Alliance for Business and Training (AB&T),
First Tennessee Development District (FTDD), and
Northeast State Community College (NeSCC)

Now, therefore, the parties agree to the following:

Roles and Responsibilities

In order to form a collaborative working relationship for the LEAP 2.0 grant project, AB&T, FTDD and NeSCC, wish to identify the roles and responsibilities of each partner.

A general list of roles and responsibilities are as follows:

AB&T

- Coordinate services for project participants with the Career Center and other related WIOA programs.
- Implement and coordinate administrative component of workbased learning.
- Oversee administration of WorkKeys and the National Career Readiness Certificate (NCRC).
- Complete and submit project reports, as requested or required.
- Conduct job profiling for employer partners.
- Collect, monitor and report data related to assigned roles and responsibilities.
- Facilitate the Work Ready Community initiative

- Work with other project partners to identify and establish work-based learning opportunities with employer partners

FTDD

- Establish and enhance community partnerships to support the goals and objectives of the project
- Convene the LEAP 2.0 project steering/advisory committee.
- Work with other partners to cultivate workbased learning sites and facilitate workbased learning and internships for high school students in accordance with LEAP 2.0 guidelines
- Facilitate interactive career exploration events
- Collect, monitor and report data related to assigned roles and responsibilities.
- Complete and submit project reports, as requested or required.

NeSCC Educational/Training

- Identify college employees to lead the implementation of the academic and training components of the proposal
- Serve as the fiscal agent.
- Oversee grant management and financial accountability.
- Determine eligibility criteria and recommend college and high school students for workbased learning experience.
- Manage corporate and school system relationships related to academic programs and training.
- Collect, monitor and report data related to assigned roles and responsibilities.
- Analyze data; complete and submit project reports, as requested or required.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the parties of the agreement. This MOU shall become effective upon signature by the authorized officials from the parties named in this agreement and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the parties of this agreement, this MOU shall remain in effect for up to 30 months after the grant is approved and funded.

Agency Contact Information:

Alliance for Business and Training (AB&T)

Kathy Pierce
Executive Director
386 Highway 91 Suite 1
Elizabethton, Tennessee 37643
Phone: (423) 547-7515
E-mail: kpierce@ab-t.org


First Tennessee Development District (FTDD)

Lottie Ryans
Director, Workforce Initiatives
3211 North Roan Street
Johnson City, TN 37601
Phone: (423) 928-0224
E-mail: lryans@ftdd.org


Northeast State Community College (NeSCC)

Chelsea Rose
Director, Career & Technical Education
Northeast State Community College
P. O. Box 246
Blountville, TN 37617
Phone: 423.354.5166
E-mail: cdrose@northeaststate.edu

In Witness Whereof, the parties have indicated agreement with the terms of this MOU on July 22, 2016, by affixing their signatures below:



Kathy Pierce
Executive Director, Alliance for Business and Training



Susan Reid
Executive Director, First Tennessee Development District



Janice H. Gilliam, Ed.D.
President, Northeast State Community College

July 21, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

As you know, Eastman is a global company that produces a broad range of advanced materials, additives and functional products, specialty chemicals, and fibers that are found in a variety of products. With our headquarters in Kingsport, Tennessee, we have enjoyed a strong working relationship over many years with you and your team at Northeast State Community College.

Based on measured results, and the many successes past and present day partnership initiatives and projects between Northeast State and Eastman, and in support of the Labor Education Alignment Program (LEAP) 2.0 grant project, Eastman plans to:

- offer Northeast State students work-based training opportunities (such as internships, apprenticeships, and on-the-job training) at Eastman's Kingsport site and through the Regional Center for Advanced Manufacturing,
- provide input to grant-specific advisory committees, task forces and program planning,
- offer resources to help address career exploration and work readiness to ensure compatibility between training provided to encumbered workers and new college students.

We are pleased to join Northeast State Community College in this initiative. Given the increasing demand for qualified workers at Eastman and in our industry, we look forward to supporting a program that will meet the emerging employment needs of the company and the region.

Sincerely,



CeeGee McCord
Director, Global Public and Community Affairs
ceegeemccord@eastman.com
423.229.6974



July 14, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P. O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

A. O. Smith, located in Johnson City, Tennessee, is a company that prides itself on being a global leader in applying innovative technology and energy-efficient solutions that provide comfort and convenience to life. Specifically, our facility supports that commitment by applying resources to research and development, and ultimately, in the manufacturing of a comprehensive line of quality, energy-efficient residential and commercial water heaters. As you know, we have enjoyed an excellent working relationship with Northeast State Community College that spans many years and we endeavor to continue and grow our mutual admiration and support for each other and this region.

A.O. Smith, Johnson City, agrees to collaborate with Northeast State on the LEAP 2.0 grant project to facilitate development and implementation of employer-driven career pathways to address job candidate "skills gaps" in the local workforce pool. A.O. Smith agrees to offer support to Northeast State in the following ways:

1. Serve on a specific project committee
2. Provide apprenticeships/internships/on-the-job training
3. Participate in a Career Fair
4. Interview program graduates for possible employment

A.O. Smith is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs in the areas of Industrial Technologies and General Technology fields. Given the increasing demand for qualified workers in our industry, we look forward to supporting a program that will meet the emerging employment needs of A.O. Smith.

Sincerely,

Shauna McGlothlin
Training Specialist

A handwritten signature in cursive script that reads 'Shauna McGlothlin'.



Safety Integrity Performance

1025 Konnarock Rd. • Kingsport, TN 37664

423 247-4141

July 14, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

T E C Industrial Maintenance & Construction is a specialty contractor that offers a full range of maintenance, construction and project services for clients in complex industrial markets. T E C Industrial employs skilled personnel and managers to execute our customer's outsourced plant maintenance, technical services and capital project management and construction on both small and large scale. In addition, our company delivers standalone capital projects through single discipline contracting approaches as well as turnkey, EPC methods to meet our customer's specific requirements. Our focus is on complex projects and plant support needs of customers in the industrial sector including process, power, pulp and paper and advanced manufacturing where safety, quality and timeliness are paramount.

T E C Industrial is a direct hire contractor that operates primarily in the Southeast, Midwest and Gulf coast. Our craft training programs are geared toward safety and developing employee skills through a certified program that rewards employees with advancement opportunities for classroom training and on the job performance. Management training programs allow us to develop and maintain the talent to work in complex industrial settings safely and productively while meeting rigors of complex project work. What sets T E C Industrial apart from other specialty contractors is our ability to handle the most complex projects safely and more effectively than the others.

T E C Industrial in Kingsport, Tennessee agrees to collaborate with Northeast State on the LEAP 2.0 grant project to identify and address job candidate "skills gaps" in the local workforce pool. TEC Industrial agrees to offer support to Northeast State in the following ways:

- Serve on an ad hoc advisory committee.
- Serve on a specific project committee.
- Develop career pathways (education + training + experience).
- Provide industry professionals for workshops/seminars/training.
- Participate in a Career Fair.
- Participate in an educational boot-camp or seminar.
- Interview program graduates for possible employment.
- Hire qualified program graduates.

T E C Industrial will join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs. Given the increasing demand for qualified workers, we look forward to supporting a program that will meet the emerging employment needs of the company.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannon Salts'.

Shannon Salts
Director of Safety and Training



July 14, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

The Robinette Company is a full-service flexible film and paper packaging manufacturer and converter specializing in sustainable packaging for the food, beverage, nutraceutical, construction, textile, and health care markets. With a 100,000+ square foot flexible film converting facility and a 125,000+ square foot paper converting facility, The Robinette Company can provide sustainable options in films and/or paper.

The Robinette Company agrees to collaborate with Northeast State on the LEAP 2.0 project to facilitate development and implementation of employer-driven career pathways to address job candidate "skills gaps" in the local workforce pool. The Robinette Company agrees to offer support to Northeast State in the following ways:

- Serve on an ad hoc advisory committee
- Assist with program curriculum development
- Provide work-based learning activities
- Provide internships/on-the-job training
- Participate in a Career Fair
- Interview program graduates for possible employment
- Hire qualified program graduates

The Robinette Company is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs. Given the increasing demand for qualified workers in our industry, we look forward to supporting a program that will meet the emerging employment needs of The Robinette Company.

Sincerely,

THE ROBINETTE COMPANY

Carolyn S. Ferrell
Vice President Human Resources
and Community Relations



July 14, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

The Robinette Company is a full-service flexible film and paper packaging manufacturer and converter specializing in sustainable packaging for the food, beverage, nutraceutical, construction, textile, and health care markets. With a 100,000+ square foot flexible film converting facility and a 125,000+ square foot paper converting facility, The Robinette Company can provide sustainable options in films and/or paper.

The Robinette Company agrees to collaborate with Northeast State on the LEAP 2.0 project to facilitate development and implementation of employer-driven career pathways to address job candidate "skills gaps" in the local workforce pool. The Robinette Company agrees to offer support to Northeast State in the following ways:

- Serve on an ad hoc advisory committee
- Assist with program curriculum development
- Provide work-based learning activities
- Provide internships/on-the-job training
- Participate in a Career Fair
- Interview program graduates for possible employment
- Hire qualified program graduates

The Robinette Company is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs. Given the increasing demand for qualified workers in our industry, we look forward to supporting a program that will meet the emerging employment needs of The Robinette Company.

Sincerely,

THE ROBINETTE COMPANY

Carolyn S. Ferrell
Vice President Human Resources
and Community Relations

July 22, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

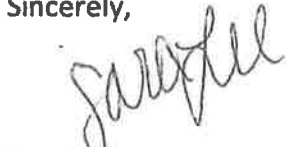
Dear Dr. Gilliam,

Nuclear Fuel Services, Inc. (NFS) is both a strategic asset for America and an economic engine for Northeast Tennessee. With more than 1,000 full-time employees and contract workers, our Erwin, Tennessee operation is committed to manufacturing specialty nuclear materials for the U.S. Navy's nuclear fleet and other customers while protecting its workers, the public and the environment.

Nuclear Fuel Services, Inc. agrees to partner with Northeast State in the LEAP 2.0 grant project to improve skills, competencies and employment opportunities. We agree to offer support to Northeast State by being a resource for possible employment of students as well as attend Career Fairs as our recruiting schedule allows.

Nuclear Fuel Services, Inc. is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs. Given the increasing demand for qualified workers in our industry, we look forward to supporting a program designed to meet the emerging employment needs of the region.

Sincerely,



Sara Lee
Human Resources Coordinator



NAKATETSU MACHINING TECHNOLOGIES, LLC

234 Precision Blvd. • Telford, TN 37690 • Office: 423-913-1600 • Fax: 423-913-1601

July 13, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

Nakatetsu Machining Technologies, LLC in Telford, TN is an automotive Supplier Plant. This location produces automotive parts such as tapered roller bearings for the automotive industry.

Nakatetsu agrees to collaborate with Northeast State on the LEAP 2.0 grant project to increase to identify and address job candidate "skills gaps" in the local workforce pool. Nakatetsu agrees to offer support by hiring qualified program graduates.

Nakatetsu is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs in the areas of Machine Tool and Welding/Metal Fabrication. Given the increasing demand for qualified workers in our industry, we look forward to supporting a program that will meet the emerging employments needs of the company.

Sincerely,

Jeff Carter
General Manager



July 15, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

Wellmont Health System is a leading healthcare provider in the Tri-Cities region of Northeast Tennessee and Southwest Virginia. Formed in 1996 with the merger of Holston Valley Medical Center in Kingsport, Tenn., and Bristol Regional Medical Center in Bristol, Tenn., Wellmont is a not-for-profit, integrated health system guided by the mission to deliver superior health care with compassion and a vision to deliver the best health care anywhere.

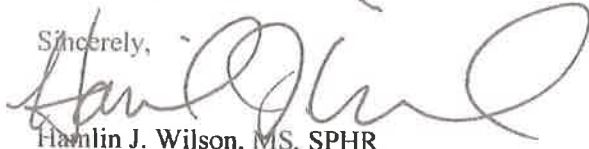
Wellmont recognizes the need for a trained workforce to deliver comprehensive health care services to its patients. However, the pool of qualified health care workers falls short of meeting the growing employment needs in Northeast Tennessee and Southwest Virginia. For example, we typically are actively recruiting for over a hundred vacant healthcare positions at all times.

Therefore, Wellmont agrees to collaborate with Northeast State on the LEAP 2.0 grant project to increase educational programs offered by Northeast State in the following ways:

- Serve on an ad hoc advisory committee.
- Serve on a specific project committee.
- Program curriculum development.
- Provide training resources.
- Develop career pathways (education + training + experience).
- Provide work-based learning activity.
- Provide apprenticeships/internships/on-the-job training.
- Participate in a Career Fair.
- Interview program graduates for possible employment.
- Hire qualified program graduates.

Wellmont is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating programs that lead to nursing degrees and other health care credentials. Given the increasing demand for qualified workers in the health care industry, we look forward to supporting a program that will meet the emerging employment needs in our region.

Sincerely,


Hamlin J. Wilson, MS, SPHR
Senior Vice-President, Human Resources

1905 American Way
Kingsport, TN 37660
423.230.8200

July 15, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

Renowned for its high-quality hardwood flooring and environmentally sound manufacturing practices, Mullican Flooring provides customers with endless possibilities for beautifully designed spaces.

Mullican's distinctive collections are available in elegant, smooth finishes, as well as rustic, hand-sculpted or wire-brushed surface treatments. Unique features also include random 6- and 7-foot planks and exceptionally wider widths — up to 7 inches.

The first in the hardwood flooring industry to offer a "lifetime moisture warranty" on select products, Mullican is also known for having the most efficient kiln-drying process in the business, along with stringent inspections, which ensure consistently high milling quality and grade for all Mullican products.


The company's solid flooring is produced exclusively in the United States, along with a substantial amount of engineered flooring. All Mullican Flooring products are sold via a network of 40 distributors and 5,000 retail stores across the United States and Canada.

Mullican in Johnson City, Tennessee agrees to collaborate with Northeast State on the LEAP 2.0 grant project to identify and address job candidate "skills gaps" in the local workforce pool. Mullican agrees to offer support to Northeast State in the following ways:

- Provide apprenticeships/internships/on-job training.
- Interview program graduates for possible employment.
- Hire qualified program graduates.

Mullican will join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs. Given the increasing demand for qualified workers, we look forward to supporting a program that will meet the emerging employment needs of the company.

Sincerely,



Chris Kommes
Human Resources Director



MOUNTAIN STATES HEALTH ALLIANCE

July 14, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam,

Mountain States Health Alliance is the region's largest health care system with 13 hospitals, serving 29 counties in Tennessee, Virginia, Kentucky, and North Carolina. Our integrated health care delivery system includes primary/preventive care centers and numerous outpatient care sites. Mountain States recognizes the need for a trained workforce to deliver comprehensive services to our patients. However, the employment pool is not large enough to meet the growing needs in Northeast Tennessee and Southwest Virginia, as a result we have between 300-350 open positions at any point in time.

Therefore, Mountain States agrees to collaborate with Northeast State on this project to increase access to educational programs offered in the following ways:

1. Serve on an ad hoc advisory committee.
2. Serve on a specific project committee.
3. Program curriculum development.
4. Provide training resources.
5. Develop career pathways (education + training + experience)
6. Provide a work-based learning activity.
7. Provide industry professionals for workshops/seminars/training.
8. Provide apprentices/internships/on-the-job training.
9. Participate in a Career Fair.
10. Participate in an educational boot-camp or seminar.
11. Interview program graduates for possible employment.
12. Hire qualified program graduates.

Mountain States Health Alliance is pleased to join Northeast State Community College in planning, designing, developing, implementing and evaluation programs that lead to degrees and other health care credentials. Given the increasing demand for qualified workers in the health care industry, we look forward to supporting a program that will meet the emerging employments needs of our region.

Sincerely,

Patricia Niday, EdD
Chief Learning Officer/AVP



ATTORNEYS AT LAW

W. Gorman Waddell

Robert L. Arrington⁺

Frank A. Johnstone

William S. Lewis

Katherine W. Singleton^o

Russell W. Adkins⁺⁺

Joel A. Conkin

Andrew T. Wanppler^{*}

Steven C. Huret

Melanie M. Lamb^{*}

Samuel M. Booher

Rebecca J. Ketchie^{*}

Katherine S. Steffen^{*}

John R. Graham

Andrew D. Street

Of Counsel

William T. Gamble

Dorman L. Stout

Orren Taylor Pickard, Jr.

Richard M. Currie, Jr.⁺

Howard E. Wilson (1981)

Joe W. Worley (1997)

Frank K. Moore (1987)

^{*}Licensed in VA & TN

⁺Certified Civil Trial Specialist

⁺⁺TN Supreme Court Rule 31
Approved General Civil Mediator

^oTN Supreme Court Rule 31
Approved Family Mediator

July 15, 2016

Dr. Janice H. Gilliam

President

Northeast State Community College

P.O. Box 246

Blountville, TN 37617

Dear Dr. Gilliam:

Wilson Worley is a general civil practice law firm providing litigation and non-litigation services in upper East Tennessee and southwest Virginia from offices in Kingsport, Tennessee. We have more than thirty-five employees, including attorneys and support staff, who work together as a team committed to excellence in service. Our combined experience permits us to provide a broad spectrum of legal services promptly and efficiently. We are committed to the highest ethical and professional standards. We are also committed to the use of technology, efficiencies, and innovation, designed to maximize value to our clients. We welcome the opportunity to assist Northeast State with programs that will identify and address job candidate "skills gaps" in the local workforce pool.

Wilson Worley agrees to partner with Northeast State in the LEAP 2.0 grant project to improve the skills, competencies and employment opportunities. We agree to offer support to Northeast State in the following ways:

1. Provide work-based learning activity
2. Serve on an ad hoc advisory committee
3. Serve on a specific project committee
4. Program curriculum development
5. Provide training resources
6. Develop career pathways (education + training + experience)
7. Provide industry professionals for workshops/seminars/training
8. Participate in a Career Fair
9. Participate in an educational boot-camp or seminar
10. Interview program graduates for possible employment
11. Hire qualified program graduates

Wilson Worley is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs to meet the emerging employment needs of our company and the region.

Sincerely,

Lisa S. Fuller

Firm Administrator



July 16, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

We at the office of Trahan Staffing Resources, Inc. DBA Spherion, a leading recruiting and staffing provider, work to place administrative, clerical, customer service and light industrial candidates in temporary and fulltime opportunities. Due to the changes in our economy and the resulting from area employers, we are often unable to locate individuals with required skills by potential employers. We have enjoyed an excellent working relationship with Northeast State Community College that spans many years and we endeavor to continue and grow our mutual admiration and support for each other and this region.

Trahan Staffing Resources, Inc. agrees to collaborate with Northeast State on the LEAP 2.0 grant project to facilitate development and implementation of employer-driven career pathways to address job candidate "skills gaps" in the local workforce pool. Trahan Staffing Resources, Inc. agrees to offer support to Northeast State in the following ways:

- Serve on an ad hoc committee
- Serve on a specific project committee
- Develop career pathways (education + training + experience)
- Provide industry professionals for workshops/seminars/training
- Provide job shadowing/apprenticeships/internships/on-the-job training
- Participate in a Career Fair
- Interview program graduates for possible employment

Trahan Staffing Resources, Inc. is pleased to join Northeast State Community College in planning, designing, developing, implementing, and evaluating degree and certificate programs. Given the increasing demand for qualified workers, we look forward to supporting a program that will meet the emerging employment needs of our company and the region.

Sincerely,

Carol D. Trahan

Carol D. Trahan, Owner

Sullivan County

Office of the County Mayor



July 15, 2016

Richard S. Venable
County Mayor

Kathy Pierce, Executive Director
Northeast Tennessee Workforce Development
Board/Alliance for Business and Training
P. O. Box 249
Elizabethton, Tennessee 37644

Dear Ms. Pierce:

As the leader of Sullivan County, I am charged with addressing the shortage of workers and ensuring a pipeline of well trained individuals which is so critical to the economic viability of the region. In my role as County Mayor, I am in constant contact with the community and with area employers, and I often hear that job applicants lack the skills needed for both current and future job openings. I recognize the importance of responding to these concerns which have been raised regarding existing skills gaps, as well as the development of strategic initiatives which provide solutions to the region's demographic challenges such as the aging population and impending loss of vital knowledge due to retirement. I believe that our competitiveness in the global marketplace may be at risk unless we prepare youth and young adults to meet these needs quickly.

I strongly support the 2016 LEAP grant application submitted by the partnership between the Northeast Tennessee Workforce Development Board, Northeast State Community College and the First Tennessee Development District. This application supports ongoing and newly developed initiatives aimed at increasing the skills of area job seekers, ensuring that emerging workers are college and career ready, and providing work based learning opportunities to improve workplace competency.

Further, Sullivan County agrees to collaborate with the LEAP initiative in the following ways:

- Distribute program information and participate in community awareness campaigns
- Provide space for and/or attend events
- Assist in outreach to employers in the County and in the region, including identification of work based learning opportunities
- Assist in outreach with local secondary school systems in the County and in the region
- Promote attainment of LEAP objectives as an integral part of County and regional economic development efforts
- Provide a County representative to serve in an advisory capacity and to participate in LEAP implementation meetings
- Assist in sponsorship of media campaigns

The County is grateful for the resources that THEC is providing and is committed to ensuring that the area's residents are equipped with the skills and training needed to compete effectively in a global environment.

Sincerely,

A handwritten signature in blue ink that reads "Richard S. Venable".
Richard S. Venable
Sullivan County Mayor



Greg Lynch
County Mayor

Unicoi County

Post Office Box 169 • Erwin, Tennessee 37650 • (423) 743-9391 • FAX 743-8007

July 15, 2016

Kathy Pierce, Executive Director
Northeast Tennessee Workforce Development
Board/Alliance for Business and Training
P. O. Box 249
Elizabethton, Tennessee 37644

Dear Ms. Pierce:

As the leader of Unicoi County, I am charged with addressing the shortage of workers and ensuring a pipeline of well-trained individuals which is so critical to the economic viability of the region. In my role as County Mayor, I am in constant contact with the community and with area employers, and I often hear that job applicants lack the skills needed for both current and future job openings. I recognize the importance of responding to these concerns which have been raised regarding existing skills gaps, as well as the development of strategic initiatives which provide solutions to the region's demographic challenges such as the aging population and impending loss of vital knowledge due to retirement. I believe that our competitiveness in the global marketplace may be at risk unless we prepare youth and young adults to meet these needs quickly.

I strongly support the 2016 LEAP grant application submitted by the partnership between the Northeast Tennessee Workforce Development Board, Northeast State Community College and the First Tennessee Development District. This application supports ongoing and newly developed initiatives aimed at increasing the skills of area job seekers, ensuring that emerging workers are college and career ready, and providing work based learning opportunities to improve workplace competency.

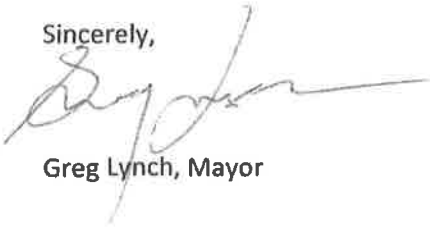
Further, Unicoi County agrees to collaborate with the LEAP initiative in the following ways:

- Distribute program information and participate in community awareness campaigns
- Provide space for and/or attend events
- Assist in outreach to employers in the County and in the region, including identification of work based learning opportunities
- Assist in outreach with local secondary school systems in the County and in the region

- Promote attainment of LEAP objectives as an integral part of County and regional economic development efforts
- Provide a County representative to serve in an advisory capacity and to participate in LEAP implementation meetings
- Assist in sponsorship of media campaigns

The County is grateful for the resources that THEC is providing and is committed to ensuring that the area's residents are equipped with the skills and training needed to compete effectively in a global environment.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Greg Lynch', with a long horizontal flourish extending to the right.

Greg Lynch, Mayor

801 E. Elk Avenue, Suite 201
Elizabethton, TN 37643



Telephone: 423-542-1801
Fax: 423-542-9279
E-mail: mayor@cartercountyttn.gov

LEON HUMPHREY
COUNTY MAYOR

July 15, 2016

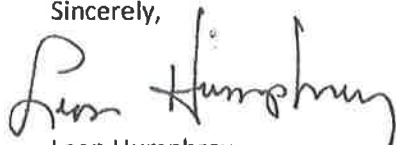
Mrs. Kathy Pierce - Executive Director
Alliance for Business and Training
P. O. Box 249
Elizabethton, Tennessee 37644

Dear Mrs. Pierce:

As Carter County Mayor, I support the 2016 LEAP grant application submitted by the partnership between the Northeast Tennessee Workforce Development Board, Northeast State Community College and the First Tennessee Development District. This application supports ongoing and newly developed initiatives aimed at increasing the skills of area job seekers, ensuring that emerging workers are college and career ready, and providing work based learning opportunities to improve workplace competency.

Carter County is very grateful for the resources that the Tennessee Higher Education Commission provides and its commitment to helping ensure that the area's residents are equipped with the skills and training needed to compete effectively in a global environment.

Sincerely,


Leon Humphrey

Daniel J. Eldridge
County Mayor



Phone: 423-753-1666
Fax: 423-753-1718
deldridge@washingtoncountyttn.org

Washington County, Tennessee

P.O. Box 219
Jonesborough, Tennessee 37659-0219

July 13, 2016

Kathy Pierce, Executive Director
Northeast Tennessee Workforce Development
Board/Alliance for Business and Training
P. O. Box 249
Elizabethton, Tennessee 37644

Dear Ms. Pierce:

As the Mayor of Washington County, I have become very outspoken on the seriousness of the challenges our employers face in hiring and retaining qualified workers. I frequently hear the concerns of our employers about the level of educational attainment, training and work-readiness of many job applicants. Unfortunately, these concerns impact our existing employer's decisions on not just hiring, but also further investment and expansion. And without a workforce prepared with the skills necessary to make our region competitive in attracting higher skill/higher paying jobs, our socio-economic factors are not going to improve.

Therefore, I strongly support the 2016 LEAP grant application submitted by the partnership of Northeast Tennessee Workforce Development Board, Northeast State Community College and the First Tennessee Development District. This application supports ongoing and newly developed initiatives aimed at increasing the skills of area job seekers, ensuring that emerging workers are college and career ready, and providing work based learning opportunities to improve workplace competency.

Further, Washington County agrees to collaborate with the LEAP initiative in the following ways:

- Distribute program information and participate in community awareness campaigns
- Provide space for and/or attend events
- Assist in outreach to employers in the County and in the region, including identification of work based learning opportunities
- Assist in outreach with local secondary school systems in the County and in the region
- Promote attainment of LEAP objectives as an integral part of County and regional economic development efforts
- Provide a County representative to serve in an advisory capacity and to participate in LEAP implementation meetings
- Assist in sponsorship of media campaigns

Washington County is appreciative of the opportunity to access the resources THEC is providing, as we are committed to ensuring that our workforce is equipped with the skills and training needed to compete effectively in the global marketplace.

Sincerely,
A handwritten signature in black ink, appearing to read "Daniel J. Eldridge".
Daniel J. Eldridge, Mayor

**Dual Enrollment Agreement
Between
Northeast State Community College
and
Washington County Schools
For the 2015-2016 Academic Year**

This Agreement, by and between Northeast State Community College, hereinafter referred to as the "Institution or College" and Washington County Schools, hereinafter referred to as the "School System," is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined in the "SCOPE OF SERVICES."

OVERVIEW

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by Northeast State Community College, we, the Institution, do hereby enter into this Agreement to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s). Such agreement is in accordance with Tennessee Board of Regents Policy 2:03:00:00.

Qualified courses are those listed in the current Northeast State Community College catalog which use the course syllabus, including outcomes and requirements, and text and materials approved by the respective College department.

Eligible students must be enrolled as 9th, 10th, 11th, or 12th grade students in a Tennessee public or nonpublic secondary school, or in a home education program.

Students may enroll in a specific course based on the course's specific placement requirements as determined by the College. Enrollment must be in dual enrollment courses in the general education core, Tennessee Transfer Pathways leading to a degree, Career and Technical Program of Study leading to an academic award, or middle college or equivalent program.

Students must submit to the Office of University Parallel Dual Enrollment or the Office of Career and Technical Education:

- A completed application for admission signed by the student;
 - If student applies via a web application, a completed Web Application Signature form is required
- A Third Party Release (FERPA) form completed by the student.

Students will be classified initially as non-degree seeking but upon high school graduation or GED completion, the course credit(s) may be applied toward an appropriate college-degree program if regular admissions requirements are met.

High school students enrolled in the dual enrollment program must maintain a cumulative GPA of at least 2.0 in the College course(s) in order to register for subsequent College course(s). Exceptions must be submitted in writing to the College's Assistant Vice President for Evening and Distance Education.

All costs associated with enrollment in college courses shall be the responsibility of the school, student, or his/her parent or legal guardian.

Students may be eligible for the Tennessee Lottery Dual Enrollment Grant and may complete an application online through the Tennessee Student Assistance Corporation (TSAC) within the appropriate time frame.

A. RESPONSIBILITIES OF THE PARTIES

A. 1. The College:

- Is responsible for ensuring a qualified faculty or adjunct faculty with educational preparation specific to the teaching area.
- Will provide a mandatory orientation session on the main campus for all adjunct faculty.
- Reserves the right to schedule an observation of the class by the Dean or the faculty mentor at any time to ensure that College-level outcomes are met.
- Will conduct periodic performance reviews of all faculty, and reserves the right to refuse reappointment of any instructor who does not meet College standards of instruction.
- Will award College credit for each course successfully completed.
- Will adhere to the School System's standard operating procedures for the reservation and utilization of school equipment.
- Reserves its right to approve science and computer laboratories and equipment as appropriate and compatible for delivery of a course.
- Will make every effort to coordinate course delivery with the needs of the high school.
- Maintains its right to cancel any class with enrollment insufficient to cover expenses.

A. 2. The School System designee shall:

- Award high school graduation credit(s) for each college course successfully completed.
- Provide appropriate classroom space and instructional equipment for classes offered on site.
- Pursuant to 0520-1-3-.06(4) (c) 1. of the Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted in the high school during regular school hours.

A. 3. The College and the School System shall:

- Designate a duly responsible coordinator to provide oversight of details and distribute general program information and necessary forms to students.
- Jointly determine the course(s) to be offered, subject to College staffing and scheduling limitations. Start and end dates for terms will be determined by the physical location of the course(s) offered.
- Agree to follow the College's academic calendar (Parts of Term) for all courses offered. Any exceptions must be approved by the college.

- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant.

B. AGREEMENT TERM

- B. 1. Term. This Agreement shall be effective for the period commencing on August 1, 2015 and ending on July 31, 2016.
- B. 2. Term Extension. The Institution reserves the right to extend this Agreement for an additional period or periods of time representing increments of no more than one year and a total term of no more than five years, provided that the Institution notifies the School System, in writing, of its intention to do so at least sixty [60] days prior to the Agreement expiration date. An extension of the term of this Agreement will be effected through an amendment to the Agreement. If any extension of the Agreement necessitates additional funding, the increase in the College maximum liability will also be effected through an amendment to the Agreement.

C. FACULTY

- C. 1. Instructors for the dual enrollment classes shall be subject to the approval of both Parties and will adhere to College policies regarding academic standards and documentation of attendance and grades.
- C. 2. In the event the instructor is provided and compensated by the College, such compensation will be based upon applicable College policies as to College faculty. (This includes instructors from other higher education institutions on dual services agreements)
- C. 3. In the event the instructor is provided and directly compensated by the Board of Education/High School/School System, such compensation will be based upon applicable Board of Education/High School/School System policies. The College shall reimburse the Board of Education/High School/School System based upon the College's applicable policies as to adjunct faculty. In no event shall the maximum liability of the College for such reimbursement exceed seven hundred thirty dollars per credit hour [\$730/credit hour]. The maximum liability shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the College maximum liability will also be effected through an amendment to the Agreement.

D. TERMS AND CONDITIONS

- D. 1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.
- D. 2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D. 3. Performance. The Institution reserves the right to replace any instructor for non-performance and/or violation of College policies and guidelines.

- D. 4. Termination. Either party may terminate this Agreement with or without cause for any reason. Either party shall provide the other at least ninety (90) days written notice before the effective termination date. Termination shall not be effective until the end of the academic year then in progress.
- D. 5. Nondiscrimination. The School System hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of the School System on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The School System shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D. 6. State and Federal Compliance. The School System shall comply with all applicable State and Federal laws and regulations, including Institution policies and guidelines in the performance of this Contract.
- D. 7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D. 8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D. 9. Communications and Contacts.

The Institution:

Dr. Allana Hamilton
Vice President for Academic Affairs
Northeast State Community College
2425 Highway 75
P.O. Box 246
Blountville, TN 37617
423.323.3191

The School System:

Mr. Ronald Dykes
Director of Schools
Washington County Schools
405 W. College Street
Jonesborough, TN 37659
423.753.1100

- D. 10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
- D. 11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee

Board of Regents. As a state entity its liability arising from performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The School System is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

Washington County Schools:



Ronald Dykes, Director of Schools

9/4/2015
Date

Northeast State Community College:


Allana Hamilton, Vice President, Academic Affairs

9/14/15
Date


Janice H. Gilliam, Ed.D., President

9-18-15
Date